



Facilities, Equipment & Maintenance REQUEST FORM

Please return this form at least 1 week prior to event (if possible).
Return form to Deanna Rabb, Facilities Manager, Business Office,
213-6346, fax 869-0890, drabb@southfield-school.org.

Name of Event: _____

Date/s of Event: _____ Time of Event: _____

Sponsoring Group or Dept: _____ Contact Person: _____

Contact Phone: _____ Contact Email: _____

Please Circle All Areas of Use Requested:

Gym	Field
Alumni Hall	Main Porch
Margaret Shaffer Dickson Theater	Parents' Association Meeting Room
Dickson Theater Lobby	Advancement Conference Room
Hazel Kyle Theater	Middle School Conference Room
Southfield Café	Front Parking Lot
Commons	Back Parking Lot
Student Plaza	

Furniture/Equipment (please indicate number needed):

Long Tables	_____	Extension Cords	_____
Round Tables	_____ (4 available)	Clip on Lights	_____
Folding Chairs	_____	TV/DVD	_____
Podium	_____	Piano	_____
Microphone	_____	Flags	_____ (USA and LA)
Cooler/Ice	_____		
Laptop	_____		

(please indicate any specific software requested and if speakers are required)

Other:

If you need access to the facility at non-school hours, please list the entrances to be accessed:

_____.

If the event is during non-school hours and you would like to request a maintenance staff person to be present please check here: _____ (Note: this requires overtime pay to our maintenance staff and is based on availability.)

Please provide a set-up drawing or any further instructions; please attach additional pages or use the back of this form.

Thank you for your efforts on behalf of Southfield School!